

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Caltrans Landscape Maintenance Worker	04-Division of Maintenance-East Bay/Delta Region	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Landscape Maintenance Worker	904-690-6297	09/26/2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under supervision of a Caltrans Maintenance Supervisor or Caltrans Landscape Maintenance Leadworker, the incumbent maintains functional and landscape plantings; performs weed control and soil sterilization; maintains irrigation systems; oversee the work of MPRO workers; and perform graffiti abatement. Involves heavy manual labor. Will operate light vehicles and equipment, must possess a valid Class C drivers license. Incumbent may also be assigned any duties normally performed by the Caltrans Highway Maintenance Worker classification. Incumbent will be required to work in inclement weather and in close proximity to heavy traffic conditions. Must be able to respond to after-hours emergency call outs in a reasonable amount of time. To help the Department with scheduling, the incumbent may be asked to work alternate work shifts such as but not limited to 9/80, 4/10, work nights or weekends.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
50%	E	Work with a crew or independently performing landscape duties. These tasks will include but not be limited to: cut and prune trees and bushes using chain saw, pruning shears, and other power hand tools; operate brush chipper; remove weeds on sloped and flat areas using manual tools and weed eater; using irrigation blue prints repair and program irrigation systems at State facilities and in landscaped areas; pick up litter and debris including dead animals; clean up homeless sites; dig holes/trenches using shovel and perform graffiti abatement.
30%	E	Under guidance, mix and apply pesticides. Requires wearing respirator, rubber boots, gloves and tyvek suit during application.
15%	E	Operate and maintain vehicles and equipment such as one and two ton cargo trucks, pickup trucks, 15 passenger vans and two ton shadow trucks. Assist with lane closures and traffic control.
5%	M	Perform minor equipment repairs and keep tools and equipment clean. Clean job site and perform janitorial duties in the maintenance yard.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise. May provide guidance to other landscape workers and sheriff work program crews, ANKA and Parolee work crews.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of safety practices and traffic regulations, operations and care of equipment. Must have knowledge of traffic control for moving operations, lane closures and provide shadow protection when required. Must have the ability to learn and operate new equipment or function. Must be able to respond to emergency situations and use sound judgment. Use and maintain hand and power tools. Class C drivers license required, Class A is desirable.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment could result in damage to equipment or highway facilities. This could affect the safety of your, fellow

ADA Notice

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Caltrans staff, the environment and the traveling public. Could result in legal action being taken against the department and yourself.

PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely make contact with the general public. In addition will have contact with contractors, staff from other agencies, Caltrans construction field personnel, and other Caltrans work crews such as MPRO, ANKA and Parolee crews.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Incumbent must be physically capable of utilizing hand tools and manual digging tools. Must be able to bend, stoop, twist, pull, grasp, sit, stand, lift, push and pull, drag material while walking and lift heavy material above the head in order to load vehicles. Must be able to walk and/or work on uneven terrain and highly sloped areas. Must be able to wear a respirator and pass a respirator physical.

Must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner using logic and deductive skills to provide an end product that is safe and usable.

Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

WORK ENVIRONMENT

Incumbent will work outdoors in extreme weather conditions and may be exposed to the following condition: loud noise; dust; pollen; chemicals; dead animals; moving traffic; vehicle accidents; insects, reptiles, poison oak and other environmental conditions associated with Landscape Maintenance.

The incumbent will be required to wear safety equipment such as earplugs, hard hats, proper footwear, safety glasses, gloves, etc. May be required to assist in clean up in the event of an accident which may involve hazardous spills. May be required to work in confined spaces, homeless areas, and remove dead animals from right away.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE